

**UNITED STATES DEPARTMENT OF STATE**  
**MERIT PROMOTION OPPORTUNITY ANNOUNCEMENT**  
**An Equal Opportunity Employer**

**Announcement Number:** OIG-05-0020

**Position title:** Auditor

**Office and Location:** Office of Inspector General, Office of Audits, Washington DC Metro Area

**Series and Grade:** GS-511-12/13

**Promotion Potential:** GS-13

**Opening Date:** 07/21/2005

**Closing Date:** 08/04/2005

**Supervisory:** No

**Security Clearance Required:** Must be able to obtain a Top Secret Clearance

**Comments:** 1) Incumbent will be subject to random drug testing. 2) Relocation expenses will not be paid.

**Area of Consideration:** Status Candidates, Noncompetitive, Reinstatement, and ICTAP Eligibles and Eligible Veterans

***The incumbent may be subject to perform worldwide travel.***

The Office of Inspector General (OIG) supports the Department of State and the Broadcasting Board of Governors in achieving their missions as effectively, efficiently, and economically as possible. Specifically, OIG assesses Department of State and Broadcasting Board of Governors operations and recommends ways to strengthen their integrity, effectiveness, and accountability.

**DUTIES:** The incumbent serves as an experienced senior auditor, leading or assisting on engagements as assigned by the audit manager. The incumbent prepares and reviews work papers that document the performance of assigned work steps in the analysis and evaluation of Department operations and programs; conducts and ensures that work is performed in compliance with professional audit standards and Inspector General audit policies and procedures; reviews, analyzes and extracts pertinent data from files and reports for the purpose of developing findings and conclusions; selects, marks, plots and charts pertinent narrative and statistical data to assist in analyzing Department programs and systems; researches and reviews public laws, department and federal regulations, procedural manuals and references, and records of Congressional hearings for the purpose of identifying specific legislative, regulatory, and procedural requirements; synthesizes data collected to determine the degree of effectiveness of management and accounting systems at all levels; maintains effective client relationships and routinely briefs the audit manager on progress of assignment, highlighting potential problems and presenting viable solutions; proofreads reports for clarity, completeness, and grammatical correctness; and provides assistance in solving financial problems and performing other administrative duties related to the project as assigned by the audit manager.

**BASIC QUALIFICATION REQUIREMENTS FOR ALL GS-511 AUDITOR POSITIONS.**

**APPLICANTS FOR THIS POSITION ARE REQUIRED TO MEET THE BELOW EDUCATION REQUIREMENTS, AND THEY MUST SUBMIT THEIR COLLEGE TRANSCRIPT(S) ALONG WITH THEIR APPLICATION.**

**Applicants must possess one of the following:**

1) A Bachelor's degree or higher in accounting; or a Bachelor's degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. (The 24 semester hours may include up to 6 hours of business law.)

**OR,**

2) A combination of college-level education and experience equivalent to at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training. Your experience must have provided you with professional accounting and/or auditing knowledge; AND, your education must have included one of the following:

a. 24 semester hours or accounting and/or auditing courses; OR

b. Certificate as a CPA or a Certified Internal Auditor, obtained through written examination; OR,

c. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but does not fully satisfy the 24-semester-hour requirements for 2a above, provided that you have successfully worked at the full performance level in accounting or auditing, or related field, e.g., valuation engineering or financial institution examining; AND you must provide written documentation from a panel of at least two higher level professional accountants or auditors attesting that you have demonstrated a good knowledge of accounting and/or auditing of related and underlying fields that is normally associated with successful completion of the 4-year course study described in #1; AND, except for the requirements of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

**GS-12 and GS-13: To qualify for grade GS-12 and GS-13, you must also meet the minimum qualification requirement outlined below:**

Applicants who are applying for the GS-12 and 13 positions must have at least one full year of specialized experience equivalent to the next lower grade level in the Federal Service and must have at least one full year of specialized experience that provided the knowledge, skills, and abilities to perform successfully the duties of the position described above which includes; an awareness of Federal Government organization and structure; principles and functions of organization and management; technical knowledge of financial, accounting and statistical sampling theories, principles and practices required to conduct complex audits; skill in developing or modifying techniques to resolve a variety of auditing problems; and a working knowledge of accounting procedures, regulations and laws pertaining to federal government projects and programs.

**Only education and experience obtained by the closing date of the announcement will be considered.**

**RANKING FACTORS: Applicants MUST submit responses to the KSAs below in order to be considered for this position.** Applicants who meet the qualification requirements described above will be further assessed (ranked and rated) based on the responses to the knowledge, skills and abilities (KSA) listed below. It is suggested that you address each KSA in clear and concise paragraphs. Be sure to include the breadth and scope of your related experience and address any education, training, and awards received that may relate to the specific KSA. Providing examples is an effective way to communicate how your experience directly relates to the specific KSA. In other words, you should discuss the situation, the action you took, and describe the outcome of your actions as it relates to each KSA.

1. Knowledge of accounting and auditing principals, practices, procedures and professional standards.
2. Ability to plan and conduct audits
3. Ability to gather and analyze data.
4. Ability to communicate in writing.

## **HOW TO APPLY**

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job.

## **JOB INFORMATION**

In order to apply for Department of State vacancies *all* applicants *must* provide the information outlined below:

1. Announcement number
2. Title and grade(s) of the position for which you are applying.

## **PERSONAL AND EDUCATIONAL INFORMATION**

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship (U.S. citizenship is required)
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, including series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of colleges and universities attended, major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours). If requested in the vacancy announcement, please provide proof of eligibility (e.g. transcripts, List of College Courses). Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. college or university.

## WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants **must** provide information on their work experience, both paid and non-paid, that is **related** to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employer's name and address
4. Supervisor's name and telephone number (Indicate if we may contact your current supervisor.)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including **job-related**: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

## ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible **must submit the most recent performance appraisal** and a SF-50 showing proof of competitive status. (If a current performance appraisal does not exist, a form DS1812 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS1812 may be submitted.)
2. All non-competitive eligible **must submit proof of eligibility**.
3. All applicants claiming veterans' preference **must provide** proof of eligibility.
4. All other applicants (non-status) **must** submit information identified above.
5. All applicants **must** submit information that addresses the ranking factors.
6. All applicants should submit SF-181, Race and National Origin Form (for statistical purposes only).

COMPLETE APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.  
APPLICATIONS WHICH ARE INCOMPLETE WILL NOT BE CONSIDERED.  
ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE  
DEPARTMENT OF STATE AND WILL NOT BE RETURNED.

## WHERE TO APPLY

**Please do not mail applications.**

**You may e-mail your application to [TaylorCB2@state.gov](mailto:TaylorCB2@state.gov).** Any documents that cannot be attached to your e-mail may be **faxed** to (703) 284-1966. Please limit the number of pages faxed and be sure to include the announcement number.

**Department of State employees only** may hand deliver applications to the drop box at: SA-39, 1700 N. Moore Street, Suite 840, Arlington, VA by 5 p.m. on the closing date.

For additional information, call (703) 284-1815.

All applicants will be notified in writing of the results of the consideration given their application approximately six to eight weeks after the closing date of the announcement.

## **EQUAL EMPLOYMENT OPPORTUNITY**

The Department of State is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at 202-261-8180. The decision on granting reasonable accommodation will be on a case-by-case basis.

## **PRIVACY ACT INFORMATION**

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

## **DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)**

**If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. The following categories of candidates are considered displaced employees:**

- A. Current or former career or career-conditional (tenure group I or II) competitive service employees who 1) received a specific RIF notice; or 2) separated because of a compensable injury whose compensation has been terminated and whose former agency certifies that it is unable to place; or 3) retired with a disability and whose disability annuity has been or is being terminated; or 4) upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a SF-50 that indicates "Retirement in lieu of RIF"; or 5) retired under the discontinued service retirement option; or 6) was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
- B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management disability retirement annuity under Section 8337(h) or 8456 of Title 5 United States Code.

To receive this priority consideration, you **MUST**:

- 1) Submit a copy of the appropriate documentation, such as a RIF separation notice, certificate of expected separation, Standard Form 50 *Notification of Personnel Action* stating you were separated by RIF, or a letter from OPM or your agency documenting your priority consideration status, with your application package.
- 2) Submit a copy of the appropriate documentation, such as a RIF separation notice, certificate of expected separation, Standard Form 50 *Notification of Personnel Action* stating you were

separated by RIF, or a letter from OPM or your agency documenting your priority consideration status, with your application package.

3) Apply for a position at or below the grade level of the position from which you have been separated and that does not have a greater promotion potential than the position from which you were separated.

4) Apply for a position in the same local commuting area from which you were separated. Provide your current (or last) performance rating of record, which must be at least fully successful or equivalent.

5) Provide all required information specified in the vacancy announcement, e.g. SF-50s, performance appraisals, transcripts, etc. Failure to comply with ALL the instructions in the vacancy announcement will result in non-consideration for the vacancy.

6) File your application by the vacancy announcement closing date.

7) Be determined "Well-Qualified" for the position. Well-qualified means an employee who meets all eligibility and qualification requirements, including any selective placement factors, medical qualifications, minimum educational and experience requirements, and physical qualifications (with reasonable accommodations as appropriate), and is rated above minimally qualified candidates in accordance with the Department's Merit Promotion process.